**Jessa**



**Dubai UAE**

**C/o 971503718643**

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**OBJECTIVES**

 **To seek for bigger opportunity in any company in which I may duly serve the best of my skills and knowledge. To enhance more of my creative art and skills while doing my part in achieving company goals and visions.**

**WORKING EXPERIENCE**

**GOURMET GULF COMPANY L.L.C ( Azkadenya Mall of Emirates Branch)**

**CASHIER (Nov. 2015- PRESENT)**

**Description**

* **Welcome customers who enter the restaurant and ensure that they are being looked after by waiters.**
* **Operate cash machines and POS to calculate customer’s bills.**
* **Check bills to see if the correct amount has been displayed and print them out**
* **Place printed bill in folders to be presented to customers.**
* **Answer customer’s question regarding billed items.**
* **Inform customers about available modes of payment.**
* **Take cash payments in exchange of services rendered.**
* **Process credit and debit card payments and ensure that customers sign receipts.**
* **Assist waiters and servers during rush hours by packing takeaways and leftovers.**
* **Count cash in the cash register at the end of each shift and ensure that it tallies.**
* **Sort, count and wrap currency and coins and arrange for them to be deposited in the bank.**
* **Ascertain that there is sufficient change available at the beginning of each day.**

**BONCHON CHICKEN (Tomas Morato Branch Contact #9211818)**

**OIC CASHIER AND TELEMARKETER (FROM MAY 2012- SEPT. 2015)**

**Description**

* **Smile and greet the customers upon entering the restaurant.**
* **Taking the order, do suggestive selling.**
* **Maintain cleanliness of the counter area.**
* **Answering phone calls and taking the order over the phone, to ensure that important details of customers are be taken like name, contact number, special instruction and complete address for fast transaction and to avoid late delivery.**
* **Teaching Standard operating procedure to the trainee.**
* **Purchasing order**
* **Answer customer’s question regarding billed items.**
* **Inform customers about available modes of payment.**
* **Take cash payments in exchange of services rendered.**
* **Process credit and debit card payments and ensure that customers sign receipts.**
* **Assist waiters and servers during rush hours by packing takeaways and leftovers.**
* **Count cash in the cash register at the end of each shift and ensure that it tallies.**
* **Sort, count and wrap currency and coins and arrange for them to be deposited in the bank.**
* **Ascertain that there is sufficient change available at the beginning of each day.**

**RED RIBBON (SM North Edsa Branch Contact # 9265158)**

**COUNTER CASHIER (FROM SEPT. 2011- JAN.2012)**

**Description**

* **Taking the order, do suggestive selling and assemble drinks**
* **Responsible in handling cash sales and ensuring that cash is accurate to point of sales record**
* **Maintain cleanliness of the counter area**

**KOPIROTI (Katipunan Branch Contact # 4391554)**

**CASHIER (FROM JAN.2011- JUNE2011)**

**Description**

* **Taking the order, do suggestive selling and assemble drinks**
* **Responsible in handling cash sales and ensuring that cash is accurate to point of sales record**
* **Maintain cleanliness of the counter, dining and kitchen area**
* **Answering phone calls**
* **Do Bartending**
* **Purchasing of orders and do inventory**
* **Serving Foods**

**JOLLIBEE**

**SERICE CREW (FROM Oct. 2007- MAY2010)**

**Descripton**

* **Assemble food like spaghetti, palabok and soup**
* **Ensuring that food to serve is clean and safe to eat**
* **Follow the standard operating procedure**
* **Maintain the cleanliness of the assigned area**

**EDUCATIONAL ATTAINMENT**

**Tertiary**

**ACCESS COMPUTER COLLEGE**

 **COURSE- Computer Science (2013-2015)**

**Secondary**

**EASTERN MINDORO INSTITUTE OF TECHNOLOGY AND SCIENCE**

**(2000-2004)**

**Primary**

**LUMAMBAYAN ELEMENTARY SCHOOL**

**(1995-2000)**

**SKILLS**

MS word, excel, power point and Adobe photoshop

**PERSONAL INFORMATION**

**DATE OF BIRTH: JULY 16,1988**

**CIVIL STATUS: SINGLE**

**GENDER: Female**

**HEIGHT: 5 FEET AND 4 INCHES**

**WEIGHT: 105 LBS.**

**RELIGION: Roman Catholic**